

PAYING PROPERTY TAXES WITH A CREDIT OR DEBIT CARD

The Town of Calais is now offering the opportunity for you to pay your property taxes by credit or debit card. You will log on to a web site called Official Payments and follow the instructions below. A service fee will be charged.*

- 1) Go to www.officialpayments.com.
- 2) Click on "Local Payments."
- 3) Enter the state (Vermont).
- 4) Enter the payment entity (Calais, Town of)
- 5) Payment Type "Personal Property Tax" will automatically come up.
- 6) Click on Make a Payment.
- 7) Enter the six-digit parcel i.d. which is on your tax bill.
- 8) Enter the payment amount.
- 9) Choose the debit or credit card.
- 10) Click on Continue. The service fee (or "convenience fee") will be displayed on the next page.
- 11) Complete your transaction.

*The fee for paying by credit card is 2.65% of the transaction amount with a \$3.95 minimum fee. The fee for paying with a debit card is 1% with a \$1.00 minimum fee.

It continues to be your responsibility to ensure that your property tax payment is paid on time.

Donna Fitch
Clerk & Treasurer

6/16/14